



UNLAWFUL WORKPLACE HARASSMENT POLICY

The policy of the North Carolina Education Lottery ("NCEL") is that no employee may engage in speech or conduct that is defined as unlawful workplace harassment as indicated below. All current and former employees are guaranteed the right to work in an environment free from unlawful workplace harassment and retaliation.

DEFINITION: The State defines unlawful workplace harassment as unwelcomed or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color or handicapping condition as defined by G.S. 168A-3 that creates a hostile work environment or circumstances involving quid pro quo.

Any former employee, full-time or part-time employee with either a permanent, probationary, trainee, time-limited permanent or temporary appointment who feels that he/she has been unlawfully harassed in the workplace must do the following:

- (1) Submit a written complaint to the NCEL's Human Resources/EEO Director within 30 calendar days of the alleged harassing action. A prompt and impartial investigation will be conducted and corresponding appropriate remedial action, if/as warranted, will be taken within 60 calendar days from receipt of the written complaint. The complaining party will be provided with a written response at the conclusion of the investigation.
- (2) If the complaining party wishes to appeal the complaint investigation, he/she may appeal directly to the Executive Director within 30 days after having received the investigation response. The Executive Director will appoint a three-member Appeal Committee, comprised of two (2) management (supervisory) and one (1) non-management (non-supervisory) NCEL employees, who will meet with the complainant to determine the reason he/she believes further consideration should be given to his/her complaint and, may interview witnesses.
- (3) The Appeal Committee will submit a recommendation to the Executive Director within fifteen (15) days of having been appointed to review the complaint. The Executive Director will review the information and render a final written decision to the complainant within ten (10) days of receiving the recommendation from the Appeal Committee.
- (4) An employee alleging unlawful workplace harassment may file a simultaneous complaint with the Equal Opportunity Commission (EEOC).

Any interference, coercion, restraint or reprisal of any person complaining of unlawful workplace harassment is prohibited.

Tom Shaheen, Executive Director

Date